



**DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
Information Technology Analyst 2  
APPLICATION SERVICES DIVISION**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

Open To: Open to candidates on a current examination list

Location: 55 Farmington Avenue, Hartford, CT 06106

Job Posting No.: 83670

Hours: Monday through Friday, 35 hours per week – 1<sup>st</sup> shift

Salary: \$74,945 - \$94,975 (EU 28)

Closing Date: November 16, 2015

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for an ITA 2 position assigned to the Bureau of Enterprise Systems and Technology/Application Services within the Application Development Unit in Hartford.

Candidates must have applied for and passed the Information Technology Analyst 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

The Application Services Division is looking for a Developer to support enterprise solutions for a wide variety of State agencies and functions. The duties and responsibilities of the position include:

- Assisting the ECM Solutions Team with onboarding projects, and providing support for in-place ECM projects
- System Development using MS Visual Studio
- Manage the migration of FileNet components between various environments
- Write program specifications and systems specifications; design forms, screens and reports

- Create and review documentation (architecture diagrams using Microsoft Visio, simple Excel spreadsheets, Standard Operating Procedures (SOP)) for use by DAS/BEST service units
- Develop and document business requirements and program specifications using a System Development Methodology
- Provide advanced level database support and troubleshooting
- Under general supervision, works closely with technical support and programming teams on projects to develop data models.
- Building in-house content management technical expertise for long term support of agencies
- Work with Application Hosting Group to move code/project between Development, Staging, and Production environments
- Use enterprise Change Management tool to process work intake requests (Request For Service (RFS), Incident, Problem, and Change ticketing processes) and document findings, incident resolution and notification. Provide effective, clear communication (oral and written) to management, technical staff and non-technical Agency partners and vendors.

#### **Required Skills:**

- Dot Net development using Visual Studio
- Programming experience, preferably with one or more of the following: SQL, DB2, HTML, XML, XML parsers, XSL, web services, object oriented programming languages such as C++
- Written or worked with Java
- Experience with organizational skills in planning and prioritizing own workload and initiatives
- Experience with working in a team environment, manage multiple projects, and have effective time management skills
- Understanding of project management practices.

#### **Preferred SKILLS:**

- Experience with MS Visual SourceSafe or Team Foundation Server
- Experience programming within an enterprise environment
- Experience programming with an enterprise content management system (e.g. FileNet, Documentum)
- Knowledge of State architecture and technology standards
- Experience with business process management (BPM) and workflow concepts

#### **Knowledge, Skill and Abilities:**

Considerable knowledge of IT equipment and diagnostic tools; considerable knowledge of principles and techniques of systems analysis, design, development and programming, considerable knowledge of principles of information systems; considerable knowledge of principles and theories of business and planning functions; considerable knowledge of programming languages; considerable knowledge of capabilities of computer technology;

knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; knowledge of principles and techniques of software generation and programming; knowledge of practices and issues of systems' security and disaster recovery; knowledge of computer operating systems; knowledge of project management principles and techniques; knowledge of principles and techniques of business information systems, re-engineering; considerable technical problem solving skills; considerable logic and analytical skills; considerable oral and written communication skills, considerable problem-solving skills; interpersonal skills; project coordination skills; considerable ability to analyze, troubleshoot and resolve data communications problems; considerable ability to write, test and debug computer programs; considerable ability to use programming development tools; considerable ability to prepare manuals, reports, documentation and other written materials; considerable ability to identify, analyze and resolve complex business and technical problems; ability to analyze and debug complex software programs.

**General Experience:**

Six (6) years of experience in information technology (IT) operations, programming, systems/software development or another IT related support area.

**Special Experience:**

One (1) year of the General Experience must have been performing professional information technology work in one of the following areas”

1. Installation and support of microcomputer hardware, software and operating systems;
2. Analysis, design and development of information systems;
3. Network hardware and software installation and support
4. Network hardware and/or software problem diagnosis and resolution.

Note: For state employees this is interpreted at the level of Information Technology Analyst 1.

**Substitutions Allowed:**

1. College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in management information systems, computer science or electrical engineering may be substituted for one (1) additional year of the General Experience.

Note: the filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a State Application (HR-12), and the last two service ratings to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**ATTENTION: LORRAINE VITTNER**

**55 Farmington Avenue**

**Hartford, CT 06105**

**Fax# (860) 622-2617**

**lorraine.vittner@ct.gov**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.